



UNITED STATES PROBATION AND PRETRIAL SERVICES DISTRICT OF MONTANA

POSITION TITLE: Deputy Chief Probation and Pretrial Services Officer Type II

LOCATION: Billings, Montana

SALARY RANGE: JSP 14 to JSP 16 - \$82,438 - \$142,174

CLOSING DATE: November 12, 2004

ANNOUNCEMENT: 04/04

The United States Probation and Pretrial Services for the District of Montana is accepting applications for the position of Deputy Chief Probation and Pretrial Services Officer Type II.

The Deputy Chief Probation and Pretrial Services Officer Type II assists the Chief Probation and Pretrial Services Officer in the administration and management of Federal probation and pretrial services for the District of Montana, which encompasses the entire state. The district has three district judges, two senior judges, and three magistrate judges. The probation office maintains headquarters in Missoula, with divisional offices in Helena, Billings, and Great Falls, and satellite offices in Browning, Glasgow, and Hardin.

Prior to appointment, applicants considered for this position are subject to a full FBI background investigation and drug screening. Additionally, the incumbent will be subject to random drug screening and updated background investigations every five years.

Representative Duties:

Participates in the organization and management of the District to insure expeditious handling of investigative work for the courts, and the effective supervision of persons on pretrial release and probation.

Assists the Chief Probation and Pretrial Services Officer in the formulation, implementation, and modification of probation and pretrial services policies in the district.

Assists in the selection of professional and clerical personnel for appointment.

Participates in systematic performance evaluation for all subordinates.

Supervises office staff including all clerical, professional, supervisory, and administrative personnel, paying particular attention to travel, leave, and scheduling of work hours. Identifies training needs within the district.

Supervises administrative work to include inventorying, ordering and disposal of equipment and supplies, preparing statistical reports and personnel papers, maintaining files and records, monitoring and conducting internal reviews.

Supervises the information technology staff and oversees the implementation of the agency's IT mission.

Supervises the Drug and Alcohol Treatment Specialist officer and monitors the agency's contracted programs.

Assists in evaluation of staffing needs, space allocation, travel expenses, and purchases of services, equipment, and supplies.

Assists in establishing and maintaining cooperative relationships with other U.S. pretrial and probation officers to assure all requests for assistance from other districts are met promptly and effectively.

Assists in establishing and maintaining cooperative relationships with all components of the criminal justice system to include Federal, state, and local law enforcement, correctional and social service agencies.

Assists in promoting and maintaining conditions which encourage staff loyalty, enthusiasm, and morale.

Participates in public relations which explain and promote probation and pretrial services to the community.

Confers with judges, attorneys, and other interested parties to interpret office policy and procedures.

Monitors community issues and events with special focus on alleviating hazardous office and field incidents.

Occasionally may perform the duties of a probation and pretrial services officer or supervising probation and pretrial services officer.

Frequent overnight travel is required, along with attendance at training, meetings, and workshops both within and outside of the district.

Performs related duties as required by the Chief Probation and Pretrial Services Officer and the Court.

Qualifications:

Applicants must possess substantial organizational, administrative and leadership skills. Preference will be given to candidates with management training and a demonstrated record of effective management.

To qualify for the position of Deputy Chief Probation and Pretrial Services Officer Type II at JSP-14, 15 or 16, a person must possess a valid drivers license, and a Bachelor's degree in a related field and six to seven years of specialized experience, one of which must have been at the next lower grade level or its equivalent. A masters' degree from an accredited college or university or current course work towards the completion of an advanced degree is preferred.

Specialized experience is defined as progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community correction or pretrial programs. Experience in closely allied fields such as education guidance counselor, social worker, caseworker, psychologist, substance abuse, treatment specialist, and correctional researcher may constitute a portion of the specialized

experience. Experience in police officer, FBI agent, customs agent, marshal or similar positions does not meet the requirements of specialized experience. Specialized experience must be earned after the bachelor's degree has been granted.

Qualified applicants must meet the Hazardous Duty Requirements for Federal Law Enforcement Officers, and must have been appointed to a qualifying federal law enforcement position prior to their 37th birthday. (Title 5, US Code, chapters 83, 84)

Must possess a high level of management experience and thorough understanding of organizational, procedural and human aspects of managing an organization. Experience in financial management, space and facilities, oversight of IT and HR functions, and long and short range planning is preferred.

Application Process:

Candidates must submit a letter of application, resume, and list of references no later than November 12, 2004, to:

Sharon Hardwick, Personnel Administrator
United States Courts, District of Montana
Paul G. Hatfield Federal Courthouse
901 Front Street, Suite 1200
Helena, MT 59626

The Court is an Equal Opportunity Employer.

The Court is not authorized to reimburse candidates for travel in connection with an interview or to pay relocation expenses to the successful candidate.